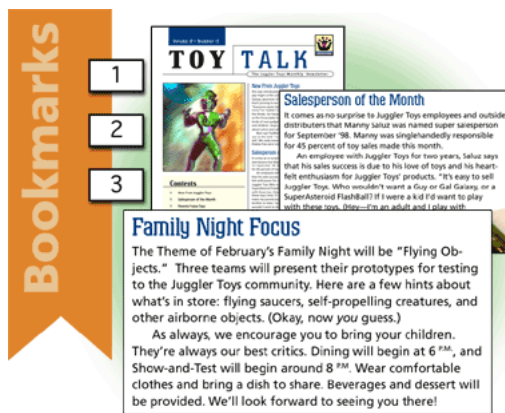


Adobe Acrobat

Use bookmarks as navigation tools

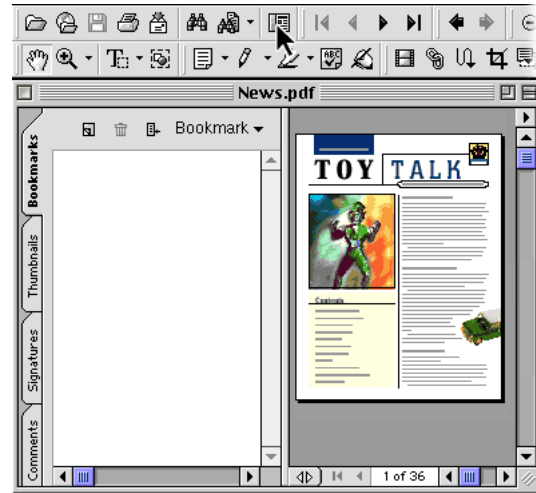
With Adobe® Acrobat® you can use electronic bookmarks to mark a page you want to return to later. You can also use electronic bookmarks to mark magnified views of pages, allowing your readers to jump directly to graphics or other special areas in a document.



Step 1. Display the Bookmarks palette.

Click the Show/Hide Navigation Pane button in the toolbar to display the navigation pane. When bookmarks are displayed, they appear in the Bookmarks palette, which is docked in the navigation pane.

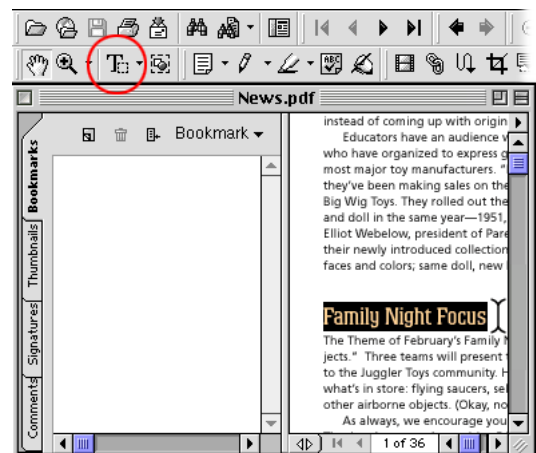
By default, the Bookmarks palette appears at the front of the navigation pane. If you have selected another palette, click the Bookmarks tab to bring it to the front.



Step 2. Select text for the bookmark's title.

One way to label a bookmark is to select text in your document that you want to become the bookmark's title. This method can save time and reduce spelling errors. With the text select tool, drag to highlight the text for the bookmark's title. If you have trouble highlighting the text, hold down Option/Ctrl, and drag a marquee around it.

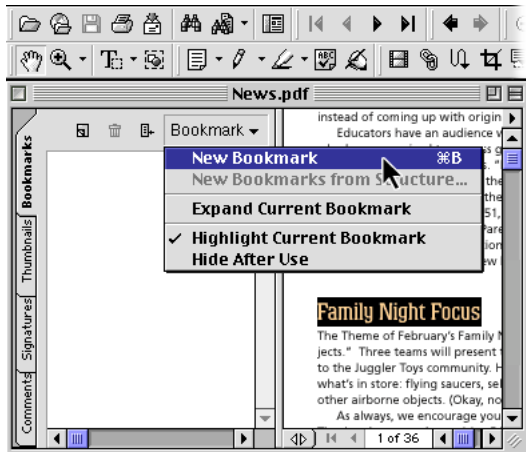
Note: Throughout this tip, Option/Ctrl means Option on Mac OS and Ctrl on Windows®.



Step 3. Create the bookmark.

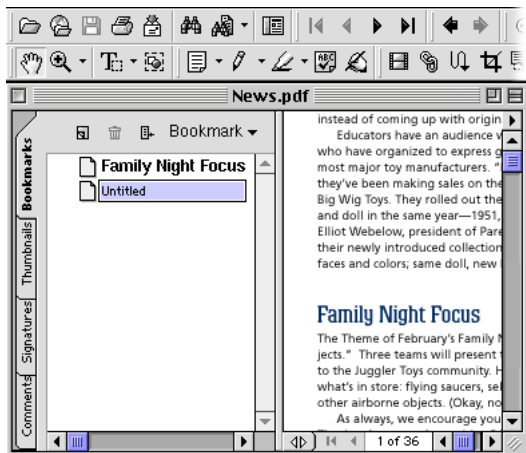
Click the triangle in the upper right corner of the Bookmarks palette to display the Bookmarks palette menu, and choose New Bookmark. A new bookmark appears with the highlighted text as its title.

By default, the new bookmark links to the current page view displayed on your screen. Click in the blank space beneath the bookmark to deselect the bookmark text.



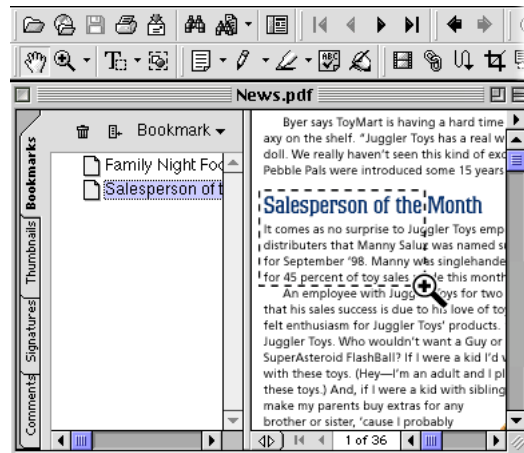
Step 4. Link to a magnified view.

Make sure no text is selected and choose New Bookmark from the Bookmarks palette menu. A new untitled bookmark appears below the last bookmark you created. Type the new bookmark's title.



Step 5. Set the bookmark's destination.

Select the bookmark and go to the page that you want to be the bookmark's destination. Use the zoom-in tool to drag a marquee around an area of the page you want to magnify. Choose Set Bookmark Destination from the Bookmarks palette menu to reset the destination to the view currently displayed.



Step 6. Test your bookmark.

Go to a page or view that isn't your bookmark's destination. Select the hand tool in the toolbar, and click the bookmark to jump to its corresponding topic.

Bookmarks are also a good way to direct your reader's attention to another Adobe PDF document, a non-PDF document, or a Web page. They can also perform actions such as executing a menu item, playing a movie or sound, or submitting a form. To learn more about setting bookmarks in a PDF document, explore Acrobat 5.0 Online Help.

